

Meeting Minutes  
May 25, 2006

Town of Los Altos Hills  
City Council and Planning Commission  
Special Meeting

Thursday, May 25, 2006 5:00 P.M.

Council Chambers, 26379 Fremont Road, Los Altos Hills, California

1. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Mayor Kerr called the City Council and Planning Commission Special Meeting to order at 5:10 p.m. in the Council Chambers at Town Hall.

Present: Planning Commission: Chair Carl Cottrell and Commissioner Bart Carey, Commissioner Eric Clow, Commissioner Ray Collins and Commissioner William Kerns

City Council: Mayor Breene Kerr, Mayor Pro Tem Dean Warshawsky, Councilmember Craig A. T. Jones, Councilmember Jean Mordo and Councilmember Mike O'Malley

Absent: None

Staff: Acting City Manager/Planning Director Carl Cahill, City Attorney Representative Richard Pio Roda (Meyers Nave), Administrative Services Director Sarah Ragsdale, Public Works Director/City Engineer Henry Louie and City Clerk Karen Jost

2. CITY COUNCIL AND PLANNING COMMISSION AB 1234 ETHICS TRAINING – RICHARD PIO RODA, MEYERS NAVE

Richard Pio Roda, Senior Associate Attorney, Meyers Nave conducted the required ethics training of elected and identified Town officials as mandated by AB 1234. The session included information on general ethics principles and ethics laws. The applicable ethics laws discussed included: the prohibition against personal gain; claiming the prerequisites of Office; Government Transparency Laws and Fair Process Laws.

Participants were afforded an opportunity to present questions to Roda during the training session.

The Planning Commission Special Meeting was adjourned by consensus of the Planning Commission following the conclusion of the training session at 6:45 p.m.

Council recessed at 6:45 p.m.

Council reconvened to Open Session at 7:00 p.m.

### 3. PLANNING COMMISSION REPORT

Acting City Manager/Planning Director Carl Cahill reviewed the new Planning Commission Report agenda format with Council that incorporated the additional information previously requested by Council. The agenda going forward would include the appeal deadline and Planning Commission vote for each reviewed application.

Following a brief discussion, Council approved the new reporting tool and thanked Cahill for incorporating it into the agenda.

- 3.1 Lands of Lund: Request for a Site Development Permit for a Detached Garage, Storage Area and Landscape Screening Plan, 13826 Templeton Place (197-05-ZP-SD-GD)
- 3.2 Lands of Askari: Request for a Site Development Permit for a New 9,906 square foot Two Story Residence, Driveway, and a Grading Policy Exception to Allow a Portion of the Finished Floor to be Six and a Half Feet above the Existing Grade; 27861 Natoma Road (160-05-ZP-SD-GD)

### 4. CONSENT CALENDAR

Items Removed: Item 4.8 (Kerr)

MOTION SECONDED AND CARRIED: Moved by Mordo, seconded by O'Malley and passed unanimously to approve the remainder of the Consent Calendar, specifically:

- 4.1 Review of Disbursements May 4, 2006 – May 17, 2006 \$197,714.41
- 4.2 Financial Monthly Report
- 4.3 Approval of Ordinance No. 447 Change for False Alarm Rating Period
- 4.4 Approval of Ordinance No. 448 Amendment to the Zoning and Site Development Codes with Regard to Effective Date, Appeal, and Council Review of Actions for Zoning and Site Development Permits (Sections 10-1.1108-110, 10-2.1305, and 10-2.1313)
- 4.5 Award of Contract: The Moody Road Pathway Project-Segment #1A  
Resolution # 38-06
- 4.6 Approval of Request for Funding for Support Services for the General Plan Ad Hoc Committee during Phase One of the Update Process
- 4.7 Approval of Agency Agreements for Countywide AB939 Implementation Fee and Household Hazardous Waste (HHW) Program  
Resolution #39-06

## Items Removed:

### 4.8 Approval of Curbside Pickup and Recycling Service for Household Batteries

Acting City Manager Carl Cahill reviewed the proposal before Council from the Los Altos Garbage Company to provide curbside pickup and recycling service for household batteries. He advised that the cost for the additional service would not warrant an increase in customer fee rates. A handout prepared by the Los Altos Garbage Company identifying the battery types that would be accepted curbside with residents recycling was distributed to Council.

John Zirelli, General Manager, Los Altos Garbage Company, addressed Council. The new program would be promoted by a supplemental informational flyer included with customer bills and at the Town picnic. Zirelli described the method for disposal that required the batteries be separated and placed in a clear sealable plastic bag next to residents' recycling. Zirelli reviewed the results of the Town's recent "E-Waste Clean-Up Day". 1701 pounds of television/computer refuse; 2584 pounds of miscellaneous e-waste; and, 78 pounds of batteries were collected. Zirelli offered that the inclusion of e-waste collection at the two Town-wide clean up days was currently under review with the Acting City Manager. He suggested that an additional day for e-waste disposal be added to the schedules in January after the holidays.

MOTION SECONDED AND CARRIED: Moved by Kerr, seconded by Jones and passed unanimously to approve the proposal from the Los Altos Garbage Company dated May 16, 2006 for curbside pickup and recycling service for household batteries.

## 5. UNFINISHED BUSINESS

### 5.1 Town Goals

#### 5.1.1 Implementation of Strategic Conservation Goals

#### 5.1.2 Bringing Public Education Back to the Hills

Mayor Kerr advised there was no new information to report on Town Goals.

## 6. REPORTS FROM COMMITTEES, SUB-COMMITTEES, AND COUNCILMEMBERS ON OUTSIDE AGENCIES

Councilmember Mordo reported that following discussions of emergency planning for the avian flu at the Joint Los Altos/Los Altos Hills City Council meeting, Mordo and Los Altos Mayor Ron Packard had meet with Dr. Fenstersheib, Health Officer, Public Health Department, Santa Clara Valley Health and Hospital System. Mordo explained that it was his personal opinion that it would be premature to send a "warning" letter to residents at this time. There was currently no vaccine or treatment available for avian flu and health officials were still collecting data on the flu. The current recommendation was for residents to be prepared to be self sufficient in the event of an outbreak. Mordo offered that he would continue to monitor the situation and keep Council apprised.

Councilmember Mordo reported that he had met with Acting City Manager Cahill, Los Altos Hills County Fire District Commissioner Duffy Price and Los Altos Hills Public Safety Officer Steve Garcia to discuss the Fire District's proposed new emergency co-coordinator position. The position may be shared with the City of Los Altos. The scope of work has been defined as primarily training of volunteers/staff. Mordo would return to Council with an update following the review by Los Altos with additional information on the logistics of the position.

Councilmember Mordo advised that Public Safety Officer Steve Garcia, on behalf of the Emergency Preparedness Committee, would make a presentation on the Town's Emergency Preparedness at the next Council meeting.

Mayor Kerr noted that the discussions at the Joint meeting had awakened an interest in moving forward on Town Hall being self sufficient during an emergency. He suggested that the possible option of a solar powered generator would be an avenue for power. Kerr added that the Town had recently purchased satellite phones for use during an emergency when land lines were inoperable.

Councilmember O'Malley reported that he and Councilmember Mordo had met with staff and the sewer consultant. He offered that the Council subcommittee now had a better understanding of sewer capacity and the sewer agreement with Los Altos was moving forward.

Mayor Pro Tem Warshawsky reported that the Pathways Committee was currently reviewing the off road "hot spot" pathways that had been identified during the Master Path update process. He expected the Committee's recommendations to be forwarded to Council at a future meeting in early Fall.

Mayor Kerr reported that the sign announcing the Moody Road pathway project had been installed. The ground breaking ceremony was scheduled for June 9 at 11:00 a.m.

## 7. COUNCIL-INITIATED ITEMS

Councilmember O'Malley recused himself from consideration of this item and stepped down from the dais.

### 7.1 Launch of Planning for Westwind Barn – Creation of New Standing Committee – Councilmember Jones

Councilmember Jones introduced this item to Council. He offered that this was the appropriate time to begin the process of Master Planning for the renovation of Westwind Barn. He suggested that Council consider dissolving the Ad-Hoc Committee on Recreational Facilities at a future meeting and move forward with the creation a new Standing Committee chartered with the renovation.

Jones suggested that the planning phase of the restoration could potentially take one-two years. Three areas of study were proposed: 1) Function: What were the appropriate activities for the Barn and associated space and with what intensity? These included equestrian and non equestrian activities. 2) Form: Structure of the Barn and auxiliary

space. 3) Finance: The identification of the budget and financing options of the project that included both private and public funding.

Jones proposed that a new Standing Committee be formed with a charter to study the renovation issues and potentially to monitor the renovation work. He noted that the Standing Committee would be required to abide by the Brown Act/Open Meeting Laws and this was appropriate for discussions of the public asset (Westwind Barn). Jones suggested that the maximum membership be size be eleven and include representatives from the following: City Council (possible serve as Chair), Supporters of Westwind Community Barn, Friends of Westwind, Users (Boarders), neighbors of the facility and representatives from the Parks and Recreation Committee. Jones added that he would like to move forward with the committee process by advertising the new committee and scheduling appointments in approximately sixty days.

Jones reviewed the findings of the Ad-Hoc Committee on Recreational Facilities regarding the governance of Westwind Barn. He noted that the Ad-Hoc Committee had concluded their review and in their final report had recommended unanimously that a new governance be established for the Barn. He offered that no money be spent on renovation or improvements until the governance issue had been resolved to the satisfaction of the City Council but that because the planning stage for the Master Plan would be a lengthy process it be initiated in parallel with resolving the governance question that he believed would be solved prior to the conclusion of the planning stage of the renovation. He noted that renovation costs were different/distinct from the annual repair and maintenance costs associated with the current lease. Jones explained that Ad-Hoc Committees by definition were chartered to review specific issues within a short duration (time frame) and it was appropriate to dissolve the Ad-Hoc Committee and for the City Council to resolve the governance issue.

Jones concluded his report and noted that Council had received the preliminary consultant's report on the structure and before Council was an important renovation project of an important Town asset that had the potential to be a focal point of Town recreational programs.

Council discussion ensued. Councilmember Mordo supported Jones' proposal and volunteered to serve on the Committee as a Council representative. He suggested that the Committee convene their initial meeting after Labor Day

Mayor Kerr concurred that the timing of the appointments and initial meeting be scheduled after Labor Day to afford the proper time for noticing the new Committee membership opportunities. He suggested that the Committee be tasked with the planning and monitoring of the renovation process similar to the Town Hall Committee charge.

#### OPENED PUBLIC COMMENT

John Harpootlian, Anacapa Drive, suggested that the membership of the proposed Standing Committee be limited to non-horse owners/boarders at Westwind Barn and anyone who boarded within the past four years be disqualified from membership and once appointed, members not board at the facility for a minimum of one year following

their resignation from the Committee. He offered that members should not be both a “player and referee” and should be appointed from the general public.

Jitze Couperus, Page Mill Road, encouraged Council to move forward with the process and work out the details later.

Sharon O’Malley, President, Friends of Westwind, agreed that a Master Plan for the Barn was needed. She encouraged the Council to include representatives from Friends and people who own horses and board at the Barn in the membership of the new Committee. O’Malley believed their understanding and knowledge of the facility and horses was a critical component to the renovation process.

Patricia Roche, Canyon Road, non resident, supported the development of a Master Plan. She did not believe governance was the main issue and noted that the Friends were responsible with the operation of the Barn and the renovation and programs at the Barn were the responsibility of the City Council. Roche noted that the Friends were community volunteers and she hoped they would be included on the Committee.

Councilmember Mordo offered that he believed it was appropriate for the boarding community at Westwind to have representation on the proposed Committee. The representative could also be a member of Friends but should not represent the Friends organization but themselves.

Val Metcalfe, Tripoli Court, Parks and Recreation Committee Chair, member of Supporters of Westwind Community Barn, stated that she welcomed the initiative offered by Councilmember Jones. She believed that the Master Plan was essential for the fundraising group to continue their capital improvements campaign. Metcalfe offered that it was important for horse people who have a thorough understanding of the operation of the Barn to be included in the renovation process. She suggested that this knowledge would play a critical role in allowing the Parks and Recreation Horse Programs offered at Westwind to successfully continue during the renovation process.

#### CLOSED PUBLIC COMMENT

Mayor Kerr supported the formation of the new Committee. He believed it was important for Council to use its discretion to ensure there was a balance to the membership. He suggested that applicants with renovation experience also be considered for appointment. Their skill sets and background could be useful during the renovation. Kerr suggested that Council determine the membership representation after review of the applications.

Mayor Pro Tem Warshawsky supported the proposal and suggested that the membership composition of the proposed Committee was critical to its success.

Councilmember Jones reviewed his proposal for the new Standing Committee charged with the Master Planning and renovation of Westwind Barn that would consist of up to eleven members including two City Councilmembers. Councilmembers were to have full voting rights with one Council representative serving in the capacity of Chair of the Committee. The duties of the Committee would be: 1) to examine the functions of

Westwind Barn in the best interest of the public; 2) the renovation improvements of Westwind Barn and its ancillary facilities that best serve that set of functions; 3) to recommend a budget for the renovations; 4) identify sources for the renovation capital; and, 5) act in an advisory capacity during the renovation phase of the Barn.

**PASSED BY CONSENSUS OF THE COUNCIL:** To direct staff to amend the Resolution establishing Standing Committees to include the new Westwind Barn Committee charged with the duties identified by Councilmember Jones and to agendize the Resolution for Council consideration at their next meeting.  
Councilmember O'Malley recused himself from discussion of this item.

Staff was directed to advertise the membership opportunities for the new committee.

Councilmember Jones suggested that Mayor Kerr and Councilmember Mordo serve as the Council representatives citing the Mayor's recent experience as chair of the New Town Hall Committee.

#### 8. PRESENTATIONS FROM THE FLOOR

None

Council adjourned to Closed Session at 8:00 p.m.

#### 9. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATOR(S): PURSUANT TO GOVERNMENT CODE SECTION 54957.6:

Agency Designated Representative: Interim City Manager

Unrepresented Employee(s): City Clerk, Accountant/Office Manager, and City Attorney

Council reconvened to Open Session at 8:45 p.m.

Report out of Closed Session: No Action Taken

#### 10. ADJOURNMENT

There being no further business, the Special City Council meeting was adjourned by consensus of the Council at 8:45 p.m.

Respectfully submitted,

Karen Jost, City Clerk

The May 25, 2006 Special City Council and Planning Commission Meeting Minutes were approved as presented at the June 8, 2006 Regular City Council meeting.